



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF MANAGEMENT AUDITOR

\$5,079 - \$6,627

SPECIAL INVESTIGATIVE UNIT, COMPLIANCE REVIEW PROGRAM FRAUD DIVISION – SACRAMENTO

RESPONSIBILITIES: Under the direction of the Senior Management Auditor, Enforcement Branch, the incumbent will develop, maintain, and oversee the operations of the Special Investigative Unit (SIU), Compliance Review Program that audits insurance companies, and provides direct supervision to the program's auditors. This position is responsible for overseeing and developing audit plans and programs; hiring, developing, and evaluating staff; assigning and reviewing work; achieving efficiency and effectiveness; recommending program improvements; and communicating effectively with all levels of departmental management and industry stakeholders. In addition, the incumbent conducts internal audits of the Enforcement Branch evidence rooms. The incumbent also acts as an advisor and spokesperson for the Senior Management Auditor, SSM III, or Deputy Commissioner to address audit issues. This is a working level supervisory position. Up to 25% travel in-state and out-of-state may be required. ***Fingerprinting and background check are required. Free Parking! Close to Light Rail!***

DESIRABLE QUALIFICATIONS:

- Knowledge of principles and practices of organizational management, auditing, and accounting.
- Ability to motivate, plan, organize, and direct the work of a small group of auditors.
- Ability to learn and apply general and specialized accounting and management auditing principles and standards as used in State Government.
- Ability to conduct financial and management duties; plan, organize, and direct SIU performance audits of insurance companies; communicate effectively; analyze data, develop and issue reports, and implement appropriate action.
- Knowledge of principles and techniques of personnel management and supervision; risk analysis; sampling methodologies; methods of auditing through electronic data processing systems.
- Excellent oral and written communications; ability to foster excellent teamwork and outstanding customer service; ability to use sound judgment and maintain an audit manager presence; exercise initiative and completed staff work.
- Ability to provide accurate, clear, concise, and timely advice and direction.
- Personal computer skills, including Microsoft Word and Excel.
- Ability to work under pressure and perform multiple tasks with accuracy, precision, and neatness.
- Understanding of and effectiveness in carrying out State and departmental equal employment opportunity policies.

12/9/13 EMC

DO NOT SUBMIT APPLICATIONS TO CALHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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WHO MAY APPLY: Applications will be accepted from current State employees at the Staff Management Auditor level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE: Please mail a completed standard [State Application STD 678](#) to Eva Crew, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "STAFF MANAGEMENT AUDITOR, PSN # 413-176-4160-002" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3310 or email eva.crew@insurance.ca.gov

FINAL FILING DATE: December 24, 2013 by 5 p.m., Close of Business

NOTE: Interested individuals, including list eligible, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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